# MontCAS

## March 2017 JUMP Newsletter

Welcome to JUMP, the OPI MontCAS online assessment newsletter. JUMP is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

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**Jessica Eilertson**
State Assessment Director
406-444-3656
jeilertson@mt.gov

**Yvonne Field**
Assessment Specialist
406-444-0748
yfield@mt.gov

**Ashley McGrath**
NAEP State Coordinator
406-444-3450
amcgrath@mt.gov

**Marcy Fortner**
Administrative Assistant
406-444-3511
mfortner@mt.gov

## 2016-17 MontCAS Assessment Calendar

| Assessment Window | Assessment/Event | Grades |
|---|---|---|
| December 7, 2016 – February 1, 2017 | English Language Proficiency (ELP) Assessment Window | K-12 |
| January 30 – March 10, 2017 | NAEP-Selected Schools Assessment Window | 4 and 8 |
| February 20 – March 24, 2017 | CRT Alternate Science Assessment Window | 4, 8 and 10 |
| March 1 – March 24, 2017 | CRT Science Assessment Window | 4, 8 and 10 |
| March 22 – May 26, 2017 | Montana Smarter Balanced, English Language Arts and Math | 3-8 (and grade 11 for private accredited schools) |
| March 27, 2017-May 12, 2017 | MSAA Alternate Assessment, English Language Arts and Math | 3-8, 11 |
| April 19, 2017 (Wednesday) | ACT with Writing Initial Test Date | 11 |
| April 19 – May 3, 2017 | ACT with Writing Accommodations Window | 11 |
| May 3, 2017 (Wednesday) | ACT with Writing Makeup Test Date | 11 |

## Updating System Test Coordinator Contact Information

If your system has a new System Test Coordinator this school year, contact information may be updated by phone or online form.  Assignment of STCs is a decision made by the superintendant.  OPI may confirm new test coordinators and changes.

- Assessment contact:  Marcy Fortner, Administrative Assistant, 406-444-3511
- Online form for new test coordinators: http://app.keysurvey.com/f/693797/16c7/
- Online link for existing system test coordinator contact updates: http://app.keysurvey.com/f/689583/f789/

## April Webinars and Professional Development Opportunities

**Webinars:**
> System Test Coordinator Updates Webinar
>> March 30, 2017
>> 10:00-11:00 AM
>> Link: http://connect.opi.mt.gov/tc/
>> Topics: JUMP newsletter overview, Smarter Balanced, MSAA, who to call for assessment help, Q&As
> ACCESS for ELLs Results Reports Webinar
>> April 20, 2017
>> 3:30-4:30 PM
>> Link: http://connect.opi.mt.gov/ELP
> OPI Contact: Yvonne Field, 406-444-0748, yfield@mt.gov

**Conference Presentations:**
> MSCA Presentation:
> ***Being Prepared: Key information for new test coordinators, Yvonne Field, Assessment Specialist***
> Friday April 7, 2017 10:15-11:15 AM
> Location: Holiday Inn, Bozeman, MT
> Registration: http://www.mtschoolcounselor.org/ev_calendar_day.asp?date=4%2F6%2F17&eventid=1
> *Description: The role of system test coordinator is often assigned to counselors in Montana. This presentation is intended to prepare new system test coordinators by providing an overview of statewide assessments.   We will also cover the responsibilities of system test coordinators and the resources available from the OPI.*
> Title I Presentation:

*Using Assessment Data to Inform Instruction, Jessica Eilertson, State Assessment Director*
Thursday April 19, 2017 10:30-11:50 AM
Location: Radisson Colonial Inn, Helena, MT
Registration: https://tofu.msu.montana.edu/cs/2017_opi_title_i_conf
*Description:  Making data-driven decisions to inform instruction is an integral skill for teachers. This session will discuss using the Smarter Balanced Interim Assessments as one tool to measure global progress of early and midyear performance, identifying areas of students' strength and weaknesses, and utilizing this actionable data to support teaching.*

## Test Development Opportunities

The OPI is looking for educators to provide comments and insight as related to their area of expertise to participate in test item reviews for MontCAS assessments.  Bringing teachers together to review field test items is critical to test development. It is important that the items measure the content of the standards and are also amenable and accessible for students.  Some of the reviews take place in person and some take place online.  For reviews that require travel, travel expenses are paid for the participant.  Online reviews require participation in a training webinar.  The review is completed online at times that are convenient to the participant. Test development events that require travel are scheduled for the summer.  Participants include:  administrators, content teachers, special education teachers, and specialists.  System test coordinators should pass the following survey link to educators in your district that might be interested.
**Survey Link:  http://app.keysurvey.com/f/1090606/4594/**

# CRT&ALT

## Science

**Returning CRT and CRT Alt Test Materials**
Thank you for all of your hard work!  The test window for the CRT ended March 24, 2017.  Please make sure to return all test materials by the shipping deadline:  March 28, 2017. When returning materials, follow the steps on page 17 of the CRT and CRT-Alternate Test Coordinator's Manual.

**CRT Alt Test Binders**
Keep CRT Alternate science binders for each grade level to be used next year. Keep the binders in a secure place.

☑ *Return testing materials by March 28, 2017.*

## Summer Science Workshop Opportunity

Please forward this information on to your K-12 science teachers!
**WHAT'S HAPPENING IN SCIENCE THIS SUMMER?**
Montana adopted new science standards in September of 2016 and these standards align with the Next Generation Science Standards (NGSS). As teachers make the transition to instruction aligned to Montana's Science Standards, they may need support with what, and how to tackle these new standards. Due to these reasons, the OPI wants to bring in a group of 24 science educators to develop meaningful, actionable, and relevant resources for formative assessment.  We want to get an early start in creating a balanced assessment system for science as the new science standards will be implemented July 1, 2017.

Progress towards building a balanced assessment system for science will begin with developing formative assessments and strategies during this three day summer workshop from Wednesday, July 26 – July 28, 2017.  The product(s) of this in-person work will be to provide accessible teacher-built science resources online.

How to Apply.

| Content Area | Elementary (Grades K-5) | Secondary (Grades 6-12) |
|---|---|---|
| Life Science | | [Click here](#) to access application. |
| Physical Science | [Click here](#) to access application. | [Click here](#) to access application. |
| Earth and Space Science | | [Click here](#) to access application. |

**Note:** If you would like to review the 32 questions ahead of time, please follow these links below to access hard copy versions: [Elementary Application](#), [Secondary Life Science Application](#), [Secondary Physical Science Application](#), and [Secondary Earth and Space Science Application](#).

For more information about the event, please [click here](#).

Questions can be directed to Ashley McGrath at [amcgrath@mt.gov](mailto:amcgrath@mt.gov) or **406.444.3450**.

☑ *Share science workshop information with science teachers and administrators in your district.*

# SMARTER BALANCED

**English Language Arts and Mathematics**

**Test Window Opens**
The test window for the Smarter Balanced assessment is March 22, 2017 – May 26, 2017.

**Accessing the Portal**
The Montana Smarter Balanced Assessment portal at [http://mt.portal.airast.org/](http://mt.portal.airast.org/) is the home for all online Montana Smarter Balanced Assessment administration information.

**Important Smarter Resources**
- [Test Administration Manual](#)
- Role Specific Checklists
  - Found on pages 64-80 of the Test Administration Manual
  - Each checklist is role specific.  If your district does not have school coordinators the system test coordinator will want to take a look at both the DC and SC checklists.
    - District Coordinator (DC)
    - School Coordinator (SC)
    - Test Administrator (TA)
  - We recommend printing these out and providing them to appropriate staff involved in test administration
- [User Guides](#) (click on the User Guide Folder)
  - There are multiple user guides in this folder. User guides provide step by step directions about how to complete tasks in the portal.  Available guides for the summative assessment include:
    - [TIDE Account Maintenance Quick Start Guide](#)
    - [Test Administrator User Guide](#)
    - [TIDE User Guide](#)
- Training Modules for System Test Coordinators:
  - [Logging into TIDE and Managing Users](#)
  - [Students, Test Settings, and Tools](#)
  - [Test Information Distribution Engine](#)

**Help Desk Information**

For questions regarding the online testing system or for additional assistance, please contact the Montana Smarter Balanced Assessment Help Desk at 1-888-792-2741 or montanahelpdesk@measuredprogress.org

The Help Desk is open 5:00 A.M. to 5:00 P.M., Mountain Time (Monday – Friday during the Summative Test Window). During these hours, staff will respond promptly to calls.

**2016 Smarter Balanced Test Security Agreement**

Access the online form at this link: http://iservices.measuredprogress.org/

1. Select Montana in the drop-down, then Enter.
2. Select Test Security Agreement.
3. Click on: Montana Smarter – Test Security Agreement
4. Select your District and Role (either System Test Coordinator or School Principal/Authorized Representative) in the drop-down menus provided.
5. Enter your information and click "Next".
6. Print agreement before clicking the "Confirm" button.

## Interim Assessments

The OPI is in the process of uploading 2nd grade students in TIDE for any district or school that would like to utilize the optional interim assessments. These interims are generally intended for 3rd graders, but are not grade-specific, so due to an increased interest in assessing 2nd graders, we are adding them to our system. As a reminder, the interims are not a part of the statewide accountability mandatory assessments.

**Hand Scoring Materials**

Exemplars and training guides for all interim assessment items that require hand scoring can now be accessed any time on the portal. These materials can now be found under the 'General Resources' drop down menu at the top right once you have entered TIDE. This will allow users to view any interim hand scoring materials, even if they don't have items in their Teacher Hand Scoring System (THSS) queue. Please remember that these materials are still considered semi-secure and they should be destroyed or properly disposed of after use if they have been printed or saved on any computer.



## Alternate Assessment, English Language Arts and Mathematics

| 2016-2017 Multi-State Alternate Assessment Administration Calendar | | | |
|---|---|---|---|
| | **Date** | **Activity** | **Responsible stakeholder** |
| **Pre-Testing** | 1/17-5/12/17 | Service Center Open | MSAA |
| | 1/17/17 | Student Upload #1 | OPI |
| | 3/11/17 | Student Upload #2 Weekly upload/updates thereafter | OPI |
| | 3/12/17 | TC Upload | OPI |
| | 3/13/17 | Training Modules Available | All |
| | | View students | STC, TA |
| | | Pre-Assessment Activities: LCI, Accommodations, SRC | TAs |

| | 3/23/17 | DTAs available for test preparation | TAs |
|---|---|---|---|
| **During Testing** | 3/27-5/12/17 | MSAA Test Window | All |
| **Post-Testing** | 7/31/2017 | Results Reports Available -districts download and print student reports to share with parents. | All |

**Test Window Opens Monday March 27**
The test window for the MSAA opens on Monday March 27, and runs through May 12, 2017.  By now, all TAs and other district and school coordinators should have had accounts created by the STC in the MSAA system.  System Test Coordinators will also want to double check the list of students in the MSAA system.

**System Link:**
The website where all MSAA testing activities takes place is called the MSAA system.  The link to the system is: www.msaaassessment.org

**Checklists:**
It is highly recommended after logging to the MSAA system for the first time to access the Test Administration Manual (TAM) and print out the appropriate checklist for your role.  There is a checklist for Test Coordinators and a checklist for Test Administrators.   The checklists can be found in appendix F, page 36.  The Test Administration Manual can be found at the bottom of the page on the MSAA System Dashboard. To access the TAM, users must be logged in.

**Test Security Agreements**
Please have all Test Coordinators and Test Administrators sign a copy of the appropriate agreement.  These are found on the MSAA Page on the OPI website in the **test security** section.

**Student Uploads**
Please continue to ensure the IEPs for all students who need to participate in the MSAA are updated.  OPI will be completing weekly updates to the enrollment file through May 5th.

**Adding Users to the MSAA system**
There are two ways to add users to the MSAA system.  You can either add each user one at a time or you can upload a list of users.  Both functions can be found on the ORGANIZATIONS page.  Click on the Actions button and choose from the list of options.  The User Guide for Test Coordinators has step by step directions for both functions.  See pages 14-22.

**Getting Help**
The MSAA service center is a separate help desk from the Smarter Balanced assessment help desk. The help desk can be reached by either phone or email.
Phone Number:  866-834-8879
Email: msaaservicecenter@measuredprogress.org

The OPI contact for MSAA questions related to policies, student registration, issues that are not resolved quickly by the help desk, and setting up system test coordinator accounts is Yvonne Field.
Phone: 406-444-0748
Email: yfield@mt.gov

There is also a handy chart in the Test Administration Manual with detailed help desk information on who to call with particular types of questions.  The chart is on page 2.

**Printing Tips**

Since both the DTAs and the Student PDFs (paper student tests) can be upwards of 300 pages, the OPI offers these recommendations regarding printing the downloadable documents: You don't need to print either of these documents in their entirety. **Only print the student PDF if the student has a paper version of the test as an accommodation as indicated in the IEP.** Below is the file structure for each document. Next to each section is my recommendation on whether or not to print it now or to wait.

- Session 1 (print this session right away)
- Session 2: Version A (WAIT to print until Session 1 is complete)
- Session 2: Version B (WAIT to print until Session 1 is complete)
- Session 2: Version C (WAIT to print until Session 1 is complete)
- Session 3: Writing Prompt (Print this after Session 2 is complete)

As described in *Training Module 2: Test Design and Experience,* the reason for waiting to print Session 2 is that the test is stage-adaptive this year. That means that you don't know which version (A, B, or C) is needed until Session 1 is complete *and* all student responses are entered into the MSAA System. The sections in the DTAs tell teachers to verify that the session they are using is the correct one.

**These are only recommendations. If you are planning to view the DTAs on a separate computer from the student, then you may not need to print the DTA at all. Do what you feel is necessary for your preparation. We just don't want you to accidentally print the entire document(s) when that may not be necessary.**

Information on the stage-adaptive structure of the test and how it works is found both in the *Test Administration Manual*, page 11 and in *Training Module 2: Test Design and Experience* if you need to review that information.

Please let Yvonne know if you have any trouble accessing, downloading, or printing the file. Remember, you cannot access any test materials unless you've taken the training modules and passed the TA Quiz.

☑ ***Check to be sure that all students and users have been uploaded to the MSAA system so that testing can start on March 27.***

# ELP

**English Language Proficiency**

| 2016-2017 ACCESS for ELLs 2.0 Test Administration Calendar | | | |
|---|---|---|---|
| **Post-Testing** | Deadline for Shipping Completed Test Material to DRC | 2/8/17 | 2/8/17 |
| | Districts Receive Reports - Printed and Online (On) | 4/21/17 | 4/21/17 |

**ACCESS for ELLs Results Reports Webinar**
> April 20, 2017
> 3:30-4:30 PM
> Link: http://connect.opi.mt.gov/ELP
>> Directions:
>> - Click on the Link
>> - Choose the option to enter as guest
>> - Enter your name

- Follow the prompts to sign onWebinar Topics:
  1. Receiving Results Reports
  2. Accessing Digital Results
  3. Distributing Results Reports, what are the requirements?

The Webinar will be recorded and the link will be sent to System Test Coordinator.

☑ **If your district tested any English learners with the ACCESS for ELLs this year, attend the webinar on results reports and share the link with other educators in your district that serve ELs.**

# ACT

## ACT Plus Writing

| ACT Test Administration Calendar | |
|---|---|
| **Test administration** | **Dates** |
| Initial test date | April 19, 2017 |
| Accommodations testing window | April 19 – May 3, 2017 |
| Makeup Test Date | May 3, 2017 |

**ACT GEAR UP Grant**
Monday, March 27, 2017 is the last day to get your initial submissions for the ACT Gear-Up Grant submitted to the OPI.

**Materials Shipment**
Watch for materials to arrive at your school during the week of April 3, 2017. New students enrolling in your school can be added to your school's Pearson Access account through April 12, 2017.

☑ *Watch for the materials shipment to arrive the week of April 3.*

**ACCESS for ELLs 2.0 and W-APT Screener, English Language Proficiency Screener**
- Training and online resources:  www.wida.us
- Assessment Management System: https://www.wida-ams.us/
- OPI link: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_5#gpm1_6

**Smarter**
- Assessment system link: http://mt.portal.airast.org/
- OPI link: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_5#gpm1_3

**Multi-State Alternate Assessment (MSAA)**
- Assessment Management System:  www.msaaassessment.org
- OPI link: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_5#gpm1_5

**ACT Plus Writing**
- Assessment Management Link:  http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/montana.html
- OPI Link: http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_5#gpm1_7

**MyNAEP for Schools and NAEP Pre-assessment NAEP Supports**
- MyNAEP website is the primary resource to prepare for the NAEP assessment (www.mynaep.com)
- NAEP Pre-assessment School Coordinator Guidance: http://opi.mt.gov/Reports-Data/NAEP/Coord.html
- Electronic Communications History click here.
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**Assessment Help Desk Information**

**ACCESS for ELLs 2.0 and W-APT English Language Proficiency Screener**
- WIDA Help Desk Phone Number: 866-876-7735
- WIDA Help Desk Email: help@wida.us
- WIDA AMS Help Desk Phone:  855-787-9615
- WIDA AMS Help Desk Email: WIDA@datarecognitioncorp.com

**Smarter Balanced and Science CRT and Alt Service Desk**
- Phone: 888-792-2741
- Email: montanahelpdesk@measuredprogress.org

**Multi-State Alternate Assessment (MSAA)**
- Phone: (866) 834-8879
- Email: MSAAServiceCenter@MeasuredProgress.org

**ACT Plus Writing**
- **General Inquiries**
  o Phone: 800-553-6244 ext. 2800
  o Email: Contact Form
- **Accommodations Questions:**
  o 800-553-6244 ext. 1788
  o ACTStateAccoms@act.org